

AMERICAN BATTLE MONUMENTS COMMISSION

JOB ANNOUNCEMENT # 02/07

June 12, 2007

SUBJECT: Laborer – Temporary Position

OPEN TO: All interested Candidates

POSITION: Laborer, FSN-1

OPENING DATE: June 12, 2007

CLOSING DATE: June 26, 2007

WORK WEEK: 44 hours/week

SALARY: Ordinarily Resident: TD 9,136 per year (Starting Salary)
(Position Grade: FSN-1)

The American Battle Monuments Commission (ABMC) in Tunis is seeking an individual to fill the position of Maintenance Man. Duration of temporary contract: **approximately ten (10) weeks starting o/a July 9, 2007.**

BASIC FUNCTION OF POSITION:

Serves as Maintenance Man at the ABMC American Cemetery and Memorial, Sidi Bou Said, Carthage, Tunisia. The incumbent is under the general supervision of the FSN Maintenance Supervisor. Major duties include but are not limited to general maintenance and horticultural tasks. Mows, trims, cultivate, weeds, and hoes gardens. Performs routine maintenance. Uses hand tools and mowing equipment as directed by Maintenance Supervisor. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Education: Completion of elementary school.

Experience: Six (6) months in horticulture/general maintenance field.

Language: Level IV (Advanced Proficiency) Speaking/Reading Arabic is required.

Level I (Elementary Knowledge) Speaking/Reading French is required in order to understand and follow instructions.

Knowledge: General horticulture and maintenance.

Skills & Abilities: Ability to use self-propelled mowers, compressor operated tools, chainsaws and pruners. Being in good physical condition and ability to perform arduous manual labor outdoors during inclement weather is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

*** “Application for Employment” (OF-612) AND the employment form” Nepotism Memorandum” form MUST be sent. These employment applications can be found on our Mission’s webpage on the Internet at http://tunis.usembassy.gov/job_opportunities.html or you can pick up these applications at the front reception kiosks on the Embassy grounds.**

Please submit all documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of this position. Qualification requirements are listed above.

Do not attach a photo to the application; if applications are received with photos, the photos will be discarded.

UNLESS THE ABOVE DOCUMENTS ARE SUBMITTED, APPLICATIONS WILL NOT BE CONSIDERED.

SUBMIT COMPLETED APPLICATIONS VIA:

E-mail: tunisapplicants@state.gov

Fax: 71-747-051 or 71-107-080

Regular mail:

Mr. Michael W. Green
Superintendent, North Africa American Cemetery (ABMC)
C/o American Embassy
Les Berges du Lac
1053, Tunis, Tunisia

* The nepotism memorandum discussed above must be attached to the application.

POINT OF CONTACT:

ABMC phone: 71-747-767 or
Human Resources Assistant, phone: 71-107-191 or 71-107-042

CLOSING DATE FOR THIS POSITION: Tuesday, June 26, 2007.

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age,

disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations

Distribution: A&B